

JOB ANNOUNCEMENT STATE FBLA-PBL ASSISTANT ADVISOR



Title	State FBLA-PBL Assistant Advisor
Salary	\$11,447.62 (this is an independent contract position—responsible for own expenses, taxes and travel costs)
Contract Year	July 1, 2008 – June 30, 2009
Opening/ Closing Dates	March 17, 2008 – April 7, 2008 or until filled

JOB SUMMARY

- Provide leadership development and supervision of the state FBLA-PBL student officers.
- Coordinate web page and communication materials for chapters.
- Coordinate registration for conferences: Fall, State and National Leadership Conferences.
- Provide assistance for conferences.
- Maintain membership and financial records and reports.
- Create invoices and pay bills.
- Coordinate with the State Business Specialist and State FBLA-PBL Advisor.
- If approved by Advisory Board, may have opportunity to attend National Leadership Conferences.

More information on the specific job responsibilities of the State FBLA-PBL Assistant Advisor is outlined in an attachment that has been sent in conjunction with this job announcement ("FBLA-PBL Assistant Contractual Evaluation Form").

JOB REQUIREMENTS/SKILLS

- Working knowledge of the FBLA-PBL organization.
- Effective interpersonal and communication skills.
- Skill in youth leadership development.
- Computer skills; access to Internet and email.
- Travel to state conferences.
- State secondary license and with business endorsement preferred.
- FBLA Chapter Advisor experience preferred.

SUBMISSION REQUIREMENTS

- Current resume (2 pg. maximum) including work-related experience.
- Cover letter indicating your interest in the position.
- Three letters of recommendation.
- Email to janet.goble@schools.utah.gov or mail to Utah State Office of Education, Janet Goble, Business Education Specialist, 250 East 500 South, P. O. Box 144200, Salt Lake City, UT 84114 or FAX to 801-538-7868, Attention: Janet Goble.

ADDITIONAL INFORMATION

- Contact Janet Goble, State Business Specialist, Utah State Office of Education, 801-538-7891 or email at janet.goble@schools.utah.gov.